

2020 Redistricting Commission

November 20, 2020 | 1:00 p.m.

Item 4:

Ad Hoc Hiring Subcommittee Update

Action to direct City staff to post Chief of Staff job bulletin & begin hiring process

The Redistricting Commission for the City of San Diego is accepting resumes for the unclassified position of:

CHIEF OF STAFF

- **Salary Range:** Open within an established range of approximately **\$90,000 to \$110,000** annually.
- **Recruitment:** Open to all qualified candidates.
- **Filing Deadline:** **December 11, 2020**. Candidates are encouraged to apply promptly as interviews and selection may begin upon receipt of resumes from qualified individuals.

The Department:

The San Diego City Charter requires that the City Council district boundaries be redistricted at least once every 10 years, and no later than nine months after the City receives final Federal Decennial Census information. The Charter calls for creation of a nine-member Redistricting Commission, which has sole and exclusive authority to adopt the City's redistricting plan that sets the boundaries of City Council districts, subject to the provisions of the City Charter relating to referendum and initiative powers of the people. The Redistricting Commission must comply with the provisions of San Diego City Charter, Article II, Section 5.

The Position:

The Redistricting Commission currently has one vacancy for Chief of Staff. The position reports directly to the Redistricting Commission and will perform the duties outlined below.

NOTE: There is an expectation that the term of employment will begin January 2021 and upon completion of the end of the redistricting process approximately 12 to 18 months later, but the Chief of Staff shall serve at the Commission's pleasure. This is a full-time position that will require a flexible schedule to allow for attendance at morning and evening meetings.

Key Areas of Responsibilities:

- Attend all Redistricting Commission meetings.
- Assist the Redistricting Commissioners and provide technical and demographic assistance to help them in formulating redistricting plans and maps and analyzing plans and maps brought forth.
- Work with the City Attorney's Office and Legal Counsel to obtain legal assistance where necessary to insure compliance with the Constitution, voting rights Act, the Brown Act, and the City of San Diego Charter.

Key Areas of Responsibilities *(cont.)*:

- Organize all aspects of the Redistricting Commission meetings, including working with City TV, and providing translation services as needed.
- Oversee the continuous update of the Redistricting Commission website and all other media outreach.
- Assist the Redistricting Commission in its efforts to fulfill its public participation plan.
- Compile databases of election returns and demographic characteristics at the census tract level.
- Compile expert reports, studies, and court findings pertaining to redistricting.

Minimum Requirements:

- Bachelor's Degree
- Five to eight years of professional and/or management experience

Qualifications:

- Excellent communication, interpersonal, writing and computer skills.
- Highly ethical and objective, with the ability to navigate in a political environment without being political, and serve in an unbiased and impartial way.
- Strong interpersonal skills especially with traditionally underserved communities.
- Strong leadership/management/supervisory skills.

Qualifications *(cont.)*:

- Be a self-starter with a high degree of initiative. Ability to handle multiple assignments and work well under pressure.
- Good judgment, a high degree of political acumen.
- A working knowledge of the City of San Diego and its diverse communities.
- Ability to interact with public officials, community leaders, and the general public in a tactful manner.
- Ability to produce informational/educational materials relevant to redistricting.

Qualifications *(cont.)*:

- Ability to communicate complex and technical information in a simple, clear and straightforward manner, including the use of graphs and tables as needed.
- Relevant experience, education, and training which would provide the candidate with the knowledge, skills, and abilities required to perform assigned duties.
- Experience working in support of a governing board is desirable.
- A strong background in urban planning is desirable.
- Strong quantitative analytical abilities, including a thorough understanding of common data analysis tools and programs.

Additional Information:

- HR Language on Job Bulletin
 - Management Compensation & Benefits
 - Pre-Employment Requirements
 - Medical Evaluation
- Selection Process
 - HR Dept to collect resumes, cover letters, and references
 - Hiring Subcommittee to host first round of interviews
 - Redistricting Commission to host final round of interviews (2-3 candidates) in a closed session meeting
 - Goal is to post bulletin on Monday (11/23/20), close on Dec. 11, and have a Chief of Staff on board in January 2021

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